

From: FEMA (Federal Emergency Management Agency) [mailto:fema@service.govdelivery.com]
Sent: Thursday, July 05, 2012 10:59 AM
To: Cargo, Sharon
Subject: Last Day to Submit FY 2012 AFG Applications is Friday, July 6, 5 p.m. EDT



LAST DAY TO SUBMIT FY 2012 AFG APPLICATIONS
DEADLINE: FRIDAY, JULY 6, 5 P.M. EASTERN DAYLIGHT TIME

NEED HELP SUBMITTING YOUR APPLICATION?

Call or email the AFG Help Desk toll-free at 1-866-274-0960 or firegrants@fema.dhs.gov **well BEFORE 5 p.m. EDT on Friday, July 6.**

LATE APPLICATIONS WILL NOT BE ACCEPTED.

[FY 2012 AFG Application Information Website](#)

BEFORE SUBMISSION: QC YOUR APPLICATION

Take the time to do final quality control checks on your [application](#) before you submit it. You will not be able to change it after it is submitted.

- **Check to be sure that you have answered every question in the application.** If you are unsure about the meaning of any question, call the AFG Help Desk for assistance at 1-866-274-0960.
- **Make sure that all the information entered is correct.** Check for typos, and be certain that any temporary “placeholder text” has been replaced.
--If your request includes an **inventory** of any kind, be certain to re-check the inventory data for accuracy.
- **Double check the quantity and costs of the items and activities you are requesting.** Is this information consistent throughout your application in the Request Details, Budget, and Narrative Statement sections?
- **Ensure that your organization’s Financial Need is explained fully in the Applicant Characteristics section.**
- **Ensure that you have provided as much detail as possible in your Narrative Statements.**
- **Print the application and ask a friend or colleague to read it.** Someone reading it for the first time may catch errors or inconsistencies that you overlooked.
- **Submit the application!** Once you are satisfied that your application is as complete and accurate as possible, submit it electronically.

AFTER SUBMISSION

- **Check for receipt of the confirmation e-mail message.** If your application was submitted properly, you, or whoever is the application's official point of contact, will receive an e-mail message that confirms your submission and assigns an application number. Write down the application number and print the confirmation e-mail message.
- **Start your grant application file.** File a printout of your grant application, the confirmation e-mail message, and any cost estimates obtained to support your request in a folder set up specifically to hold the documentation for this grant application.
- **Register your organization in the [Central Contractor Registry \(CCR\) system](#) or validate your current CCR information.** You may submit an application without being registered in the CCR, but you will not be awarded a grant unless you are registered in the CCR or have validated that your organization's existing CCR data are correct. Visit <https://www.bpn.gov/ccr/default.aspx> to register or enter updates.

AFG 2012 CALENDAR

NOTE: All information, including dates and projected application periods are subject to change. When a conference is listed, the AFG Program either will be exhibiting and/or giving a presentation or workshop.

JULY

- **July 6, 2012, 5 p.m. EDT: Deadline for FY 2012 AFG applications**
- **July 16, 2012: [FY 2012 SAFER Grant Application](#) period opens**
- **FY 2011 Fire Prevention and Safety (FP&S) Grants:** Award announcements are expected to begin and continue until all available grant funds have been committed.

AUGUST

- **August 1-4, 2012.** AFG Program Staff present "AFG Town Hall Discussion" and "Best Practices for Recruitment and Retention (SAFER) and Fire Prevention and Safety (FP&S): Getting Your Grant Funded," at [Fire-Rescue International](#), Colorado Convention Center, Denver, CO.
- **August 10, 2012, 5 p.m. EDT: Deadline for FY 2012 SAFER Grant applications.**

SEPTEMBER

- **FY 2012 AFG and FY 2012 SAFER Grants.** Award announcements are expected to begin and will continue until all available grant funds have been committed.

THANK YOU.